



United States District Court
District of Minnesota

CAREER OPPORTUNITY

Position:	Financial Services Manager
Location:	District of Minnesota Minneapolis CL 29
Starting Salary:	\$65,563 to \$81,959 DOQ
Salary Range:	\$65,563 to \$106,552
Closing Date:	Monday, August 11 at 5:00 pm

Overview of the District of Minnesota

The U.S. District Court, District of Minnesota, serves an 87-county area. The District has four staffed divisional offices located in Minneapolis, St. Paul, Duluth and Fergus Falls. There are 7 authorized district judges, 4 senior district judges, 7 magistrate judges and a clerk's office staff of over 70.

Introduction

The Financial Manager is the principal accounting and financial authority for the District Court. The incumbent supervises and delegates assignments to the financial staff. The Manager has oversight and responsibility for collecting and disbursing monies, internal controls of the office, and overall management of financial reporting.

Representative Duties

- Manages and oversees day-to-day operations of financial functions. Maintains and analyzes financial records including a cash receipts journal, a registry fund and a deposit fund. Also maintains subsidiary ledgers for other fiscal records.
- Supervises the daily activities of three Financial Technicians.
- Provides training and guidance for all employees of the court who have financial responsibilities and duties.
- Ensures appropriate investments for the court and maintains accounting records.
- Develops procedural manuals for financial procedures for the District.
- Posts collateral for monies deposited in excess of Federal Deposit Insurance Corporation limits.
- Ensures compliance with Guide to Judiciary Policies and Procedures.
- Develops a system of internal controls and is responsible for annual updates.
- Drafts orders of payment and/or deposit for clerk's or judge's signature.
- Performs month-end and quarterly financial reporting.
- Develops financial forms.
- Reconciles differences and has responsibility for accurate records and payment according to Judgment & Commitment orders in criminal cases.
- Reviews voucher data entry for accuracy before issuing checks in Fas4t.
- Prints checks.
- Performs data entry for payment of vouchers.
- Processes unavailable check cancellations and limited payability cancellations.
- Processes local transfers between all court units.
- Processes unclaimed dividends.
- Maintains a system to provide for appropriate investment of registry funds.
- Responds to tax exempt requests for vendors.
- Prepares N2 document in Fas4t for credit card travel.
- Prepares and maintains AO 210, Approving Officers cards.
- Prepares 1099'ss for civil cases.
- Prepares 1099's for jurors.
- Processes voucher adjustments in Fas4t.
- Posts receipt daily.
- Data entry for restitution payments.
- Court credit card coordinator.
- Manages the District's Treasury Offset Program.
- Has oversight responsibility for all travel regulations and reimbursements in the District.

Job Requirements

Broad and thorough working knowledge of theories, principles, practices and techniques relating to all accounting and financial functions. Experience in analyzing, evaluating and determining financial regulations and implementing systems and procedures to meet those requirements. Skill in supervising and training both financial and non-financial personnel. Must be extraordinarily detail oriented and organized. Excellent oral and written communication skills are imperative. Bachelor's degree and three years of experience required; court experience or graduate degree preferred. Applicant must be a citizen of the U. S. or a citizen of an allied country.

Benefits

Employees of the U.S. District Court are not classified under Civil Service, but are entitled to similar benefits. These benefits include participation in the retirement system, health and life insurance programs, holiday and leave accrual, and periodic salary increases.

Application Process

Qualified candidates should submit resume with cover letter to:

U.S. District Court
Attn: Human Resources Manager
United States Courthouse
300 South 4th Street, Suite 202
Minneapolis, MN 55415
E-mail: hr-usdc@mnd.uscourts.gov

The United States District Court requires employees to adhere to a Code of Ethics and Conduct Policy. U.S. or allied country citizenship is required. All new employees will be subject to a background check.

The Court is an Equal Opportunity Employer